

Virginia Department of Social Services
Medicaid Fact Sheet
**BIRTH CERTIFICATES AND
PROOF OF CITIZENSHIP FOR MEDICAID**

The following information is given as a guideline only. For your Medicaid eligibility to be determined, you must file an application with the local department of social services for the area in which you live.

In order to be eligible for Medicaid, a person must either be a citizen of the United States or meet certain immigration (alien) status requirements. Beginning July 1, 2006, anyone who has declared on a Medicaid application that he or she is a **citizen** must provide documentation to verify his or her citizenship and identity. You only need to provide this information once. If you are already enrolled in Medicaid and this information is not already available in your case record, you will be asked to provide documentation of citizenship and identity at the time of your next Medicaid renewal.

Citizenship may be documented by submitting a **birth certificate** that displays the seal of the state that issued it. You must show or send your eligibility worker an original birth certificate, and the certificate will be returned. If you were born in **Virginia**, there are several ways you may obtain a birth certificate from the Virginia Department of Health (VDH), Office of Vital Records:

- **Walk-in** – You may obtain your birth certificate the same day. You will need to complete an application, pay the \$12.00 required fee, and show the processing clerk valid photo identification (ID). If you are obtaining the birth certificate for a child, you must present your ID. The VDH Office of Vital Records is located at the Shops at Willow Lawn, 1601 Willow Lawn Drive, Suite 275, Richmond, Virginia 23220.
- **By mail** – The turn around time for a mail request is approximately two (2) to four (4) weeks. You may mail the attached application, a copy of your identification, and a check or money order for \$12.00 for each birth certificate to VDH, Office of Vital Records and Health Statistics, P.O. Box 1000, Richmond, Virginia 23218-1000.
- **VitalChek Network** – This service allows you to obtain a birth certificate within two (2) to five (5) days through Federal Express. There is a charge of \$48.00, which includes the cost of the birth certificate and shipping. You may access the VitalChek Network from the VDH web site, www.vdh.virginia.gov/vitalrec or by calling 1-877-572-6333 (toll-free).

For more information about obtaining a birth certificate from Virginia or **another state**, contact VDH Office of Vital Records at (804) 662-6200. For a list of vital records offices for other states, you may also visit the VDH web site at <http://www.vdh.virginia.gov/vitalrec/across.asp>.

If you were born **outside** the U.S. but are a child of a U.S. parent(s), contact the U.S. Department of State at (202) 955-0307 for information about how to obtain a birth record.

COMMONWEALTH OF VIRGINIA

Application for Certification of a Vital Record

Virginia statutes require a fee of \$12.00 be charged for each certification of a vital record or for a search of the files when no certification is made. Please make check or money order payable to **State Health Department**. There is a \$30.00 service charge for returned checks.

Name of Requester: _____ Daytime Phone Number (_____) _____
(person requesting the certificate)

Address: _____ City: _____ State: _____ Zip: _____

What is your **relationship** to the person named on the certificate? (Check one)

____ Self ____ Mother ____ Father ____ Child ____ Current Spouse ____ Sister ____ Brother ____ Maternal Grandparent
____ Paternal Grandparent ____ Legal Guardian (submit custody order) ____ Other (Specify) _____

What is your reason for requesting this certificate? _____

I understand that making a **FALSE** application for a vital record is a **FELONY** under state and federal law.

Signature of Requester: _____

IMPORTANT: The person requesting the vital record must submit a copy of their identification. See list on reverse side.

BIRTH CARDS ARE NO LONGER AVAILABLE.

BIRTH

Number
of Copies: _____
Paper: _____

Name at Birth: _____

**If name has changed since birth due to adoption, court order, or any reason
other than marriage, please list changed name here:**

Date of Birth: _____ Race: _____ Sex: _____

Place of Birth: _____ Hospital of Birth: _____
(City/County in Virginia)

Full Maiden Name of Mother: _____

Full Name of Father: _____

☐ DEATH ☐ STILLBIRTH

Number
of Copies: _____

Name of Deceased: _____

Date of Death: _____ Age at Death: _____ Race: _____ Sex: _____

Place of Death: _____ Hospital Name: _____
(City/County in Virginia)

Full Maiden name of Mother: _____

Full Name of Father: _____

MARRIAGE

Number
of Copies: _____

Full Name of Husband: _____

Full Name of Wife: _____

DIVORCE

Number
of Copies: _____

Marriage - Date: _____ Place: _____

Divorce - Date: _____ Place: _____
(City/County in Virginia)

If Marriage, place where license was issued: _____

Please indicate the address you wish the certificate(s) mailed to in the box below. -- Please type or print clearly.

| |
|----------------|
| Name |
| Address |
| City/State/Zip |

Send Completed Application To:

Division of Vital Records
P. O. Box 1000
Richmond, VA 23218-1000
(804) 662-6200
www.vdh.virginia.gov

Vital Records/ID Requirements

The State Registrar reserves the right (§32.1-271C) to accept or deny any application submitted.

Anyone requesting a vital record must submit a photocopy of their identification. The acceptable documents listed may change without prior notice.

Who is entitled to obtain records- next of kin/immediate family which includes mother, father, husband, wife, child, brother, sister with valid ID. Newborn babies and children will not have ID; therefore, the parent's ID is required.

Primary Documents

- Virginia DMV-issued driver's license unexpired or expired for not more than one year.
- Virginia DMV-issued learner's/instruction permit unexpired or expired for not more than one year.
- Virginia DMV-issued photo identification card (excluding child ID cards) unexpired or expired for not more than one year.
- Unexpired driver's license or learner's /instruction permit (with photo), issued by a U.S. state (other than Virginia), jurisdiction or territory.
- Current Photo ID card, (school and employment). **Check Cashing Cards are not acceptable.**
- Unexpired U.S. military ID card of an active duty or retired member (ID cards of military dependents are not acceptable as primary identity documents).
- Unexpired U.S. passport.
- Unexpired foreign passport with a visa, I-94 or I-94W or I-551 stamp. An I-94W MUST be from a country participating in the Visa Waiver Pilot Program.
- U.S. Certificate of Naturalization (form N-550, N-570 or N-578).
- U.S. Certificate of Citizenship (form N-560 or N-561).
- U.S. Citizen Identification Card (form I-197).
- Unexpired Temporary Resident Card (form I-688).
- Unexpired Employment Authorization Card (form I-688A, I-688B or I-766).
- Unexpired Refugee Travel Document (form I-571).
- Unexpired Resident Alien Card, Permanent Resident Card, Northern Marianas Card (form I-551).
- A copy of the first and last page of an application for asylum (Request for Asylum in the United States) provided the pages are accompanied by either a receipt from the Immigration and Naturalization Service (INS) showing the application has been filed or documentation verifying the application is pending in immigration court;
OR Documentation indicating a decision to grant asylum by the Asylum Office or the original of a document granting asylum issued by an immigration judge or the INS. Either or both of these documents will count as one primary document.
- Consular Report of Birth Abroad of a Citizen of the United States of America (form FS-240) or Certification of Report of Birth Abroad of a Citizen of the United States of America (Form DS-1350)